

**PHYSICIAN ASSISTANT COMMITTEE****MEDICAL BOARD OF CALIFORNIA**

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LIVE SCAN FINGERPRINT INFORMATION AND PROCEDURES

Before the Physician Assistant Committee (PAC) issues a license, a clearance must be received from the Department of Justice (DOJ) and the Federal Bureau of Investigation to document that the applicant has no criminal history. In the past, applicants were required to be fingerprinted and to submit the "hard copy" fingerprint cards and fingerprint fee to the PAC for processing. This was a process that could take six to eight weeks to complete.

The PAC is now utilizing a fingerprinting system called Live Scan. The goal of this new system is to improve and expedite the fingerprint clearance process and thus reduce the amount of time it takes to issue a license.

What is Live Scan Fingerprinting?

Live Scan is inkless electronic fingerprinting. The digitized fingerprints are electronically transmitted to computers at the DOJ for completion of criminal record checks.

Where are Live Scan Sites located?

There are more than 130 Live Scan sites throughout the state. A complete listing of Live Scan sites is available on the DOJ's website at <http://www.caag.state.ca.us/fingerprints/publications/contact.pdf>. Business hours are noted for each location, however, you are encouraged to call the site first to determine if an appointment is necessary.

What is the fee for Live Scan fingerprinting?

The fees for Live Scan include:

- \$56 processing fee (\$32 DOJ and \$24 FBI); and,
- a rolling fee of \$5- 25. This fee is determined by the local Live Scan Agency.

You are required to pay the processing fee and rolling fee at the Live Scan site.

Live Scan Procedures

1. Complete the PAC's "Request for Live Scan Service " in triplicate.
2. Take the completed form (in triplicate) to the Live Scan site.
3. Pay the processing and rolling fees at the Live Scan Site.
4. Submit Part 2 of the form with your physician assistant license application **and** a \$25 check or money order payable to the Physician Assistant Committee to cover application processing.

The PAC will be unable to process your application without Part 2 of the Request for "Live Scan Service" form.

Exceptions

The PAC strongly encourages applicants to utilize the Live Scan process. However, if for some reason you have difficulty obtaining services for Live Scan, please contact the PAC office (Telephone (916) 263-2670, Ext. 201, or fax (916) 263-2671, or e-mail) to have the hard copy fingerprint cards sent to you.

Live Scan is only available in California; therefore, all out-of-state applicants must submit the "hard copy" fingerprint cards **and** a \$91 check or money order payable to the Physician Assistant Committee to cover fingerprint and application processing fees.